



### **Logging in to SPARCS – AndrewID username/password**

To connect to the Sponsored Projects and Research Compliance System (SPARCS) Conflict of Interest (COI) module you will need an active AndrewID and password.

Step 1: Not sure of your AndrewID and Password

Your Username is your Andrew UserId

- a. If you do not remember your Andrew id go to <https://directory.andrew.cmu.edu/>
- b. Enter your last name. Select your name from the returned list.

Password = Your Andrew password

- a. If you forgot your Andrew password, you can have it reset  
<http://www.cmu.edu/computing/accounts/passwords/index.html>